

Anderson, Shalena

From: Robinson, Yvette J.
Sent: Monday, July 12, 1999 3:24 PM
To: Medina, Maria
Cc: Anderson, Shalena; Fontanez, Jose R.
Subject: FW: Indiana Black Expo/Hotel Reservation

Maria: Please fax this information to Steve Bellissimo. If you have any questions, let me know.

The hotel information is as follows:

Embassy Suites - Downtown
110 West Washington Street
Indianapolis, Indiana 46204
317/236-1800

I have reserved the following:

Maurice Falls- Arrival, 7/14 - Departure, 7/19 - confirmation #85110161
Tad Wills - Arrival,, 7/14 - Departure, 7/19 - confirmation #86945745

Departure can be changed if you are leaving on 7/18. Please change when you check in. All PM Personnel must present their own individual credit cards. Reservations were made with my credit card. (please make sure your room does not get billed to my card).

If you need additional information, please let me know. Thanks.